Minutes of Village Hall Management Committee Meeting
Wednesday 21 January 2026 at 7.30pm

Present: Mike Baker (MB) (Chair), Jack Calder (JC), Phil Davies (PD), Bill Jackson (BJ), Mark Kibble (MK), Linda Palmer (LP), Roger Wood (RW)
(In minutes Paul Carter (PC), Bill Norman (BN), Colin Silvester (CS))

Item		Action
1. Apologies	Neil Lecky Thompson (NLT), Brian McKenzie (BM)	
2. Minutes of last meeting	The minutes were approved and passed for publication on the GVH website.	
3. Matters arising	MB had provided training on the PA system to U3A, the Arts Group and the History Society. The cracked electrical socket in the MH had been replaced. CS had been consulted about the non-functioning emergency light. He advised that the emergency lighting as a whole needed replacing, and this was agreed. LP had not started work on surveying users about possible improvements because so many things were going on at present. MB was awaiting a response from the Festival Committee about borrowing stage sections from the Hall. They had confirmed that their marquee would have a solid floor. RW had not yet looked into improving the acoustics of the Belleme Room. The lock in the ladies' toilet had been fixed. LP had completed the inventory of Garden Room and kitchen equipment. It was agreed she could purchase necessary replacements. The defective socket and heating switch in the Garden Room had not yet been repaired. A replacement element for the water heater had been ordered at a cost of £53 and would have to be fitted. The kitchen had been cleaned.	MB/CS LP MB RW LP RW RW
4. Chairman's	MB had shown a number of potential hirers round the Hall	

report	in recent weeks, including a possible wedding reception hire. MB and LP had cleared out some junk from the tower room but a lot more needed to go. MB would email users asking them to say what needed to be kept and to remove the rest. It was suggested that the key cupboard code should be changed. PD said he had just recently removed a large amount of GGP equipment.	MB MB
5. Treasurer's report	NLT had circulated the December monthly accounts. It was now impossible for BN to pay cheques received into any bank closer than Didcot. NLT could if necessary pay cheques in using the Lloyds banking app, but it would be sensible to discourage hirers from paying by cheque and ask them instead to pay by bank transfer. The Hall's invoice form would be amended accordingly, and MB would also liaise with Bernard Novell to put the Hall's bank account details on the website. The figures circulated by NLT showed that income excluding bank interest exceeded outgoings by a mere £1473 in 2025, a year where maintenance costs were low. Maintenance costs were likely to be higher in future, and costs generally would increase with inflation, so an increase in hire charges seemed justified, particularly since they had not been increased since 2017. MB had researched and circulated details of hire charges at other venues in the area, and LP reported the results of her own researches. The general conclusion was that the Hall's charges were comparatively cheap (in some cases much cheaper), considering its advantages in location, facilities and hire times available (its main disadvantage being the lack of dedicated parking). Some venues charged lower fees for regular than irregular hirers, but the Hall had dismissed that option in the past, and the committee remained of the opinion that it would be an unwelcome complication. After discussion the committee decided to increase hourly charges from £12 to £15 for the MH, £11 to £12 for the BR and £10 to £12 for the GR. This should increase annual hire income by something in the region of £7-8k. MB would advise NLT and BN and then email users. The increased charges would come into effect immediately on the date of the email, but hirers who had already booked <u>and paid for</u> hires beyond that date would not be asked to pay anything more for those hires. JC thought it would be	MB MB

	more reasonable to give hirers a couple of months' notice of the proposed increases but the committee thought this unnecessary. The committee thought hire fees should be increased on a more regular basis in future to keep up with inflation.	
6. Environmental project report	MK reported on progress since the last meeting. Richard Palmer was taking forward research on possible grants towards the cost of the project and was optimistic that a grant could be obtained. Efforts were therefore being made to chase up written quotations from the contractors who had not supplied them so that the necessary paperwork was available. MK had met ORAC on site. One or two minor issues had arisen but had been resolved. MK was ready to draw up the contract but first wanted to sort out issues relating to the electrical work and laying of the concrete slabs. PC and his brother had offered to lay the slabs on a day rate basis, and this had been agreed as the best way forward. The electrical work was more complicated. CS advised that the configuration of the electrical supply in the Hall was already unsatisfactory, and that adding the heating system would require a major reconfiguration, for which he would need to do detailed calculations. Furthermore, when MK contacted Southern Electric about the additional electric supply needed for the system, they advised it could only be increased in chunks of 100 amps, which would significantly increase the Hall's costs and entail further regulatory complications. However there was an electricity substation near the Hall and MK had come up with the alternative idea of having a new and completely separate supply for the heating system. Southern Electric initially responded that they could not provide two supplies to a single address, but MK argued that they would be supplying the Hall annex, which was effectively a separate address. Southern Electric had accepted this, and quoted £2400 for the new supply, subject to work being done to allow the laying of new cables. MK was investigating this, but was optimistic it would not be a problem. All this would eat into the contingency for the project, and there would also be an ongoing separate standing charge for the new supply, but altogether it seemed much the best solution. CS could proceed with any necessary reconfiguration of the Hall's existing supply as a separate matter.	MK/MB MK

	It had been decided to slightly reduce the scope of the heating project by not supplying heat to the stage. This should reduce the cost to some extent. It seemed likely that installation of the system would not start before April or May, but this allowed time for further work on grants. £50k of the Hall funds were held in a 90 day notice of withdrawal account, and NLT should be asked to give the necessary notice now. MB thanked MK for all his efforts.	MK/MB
7. Maintenance, repairs & improvements	There had been further problems with the front door, which was jammed. MK would attend to this. One of the MH heaters had broken down because of an electrical fault and would be repaired shortly. The owner of the property next to the Hall had advised that the trees along the boundary would be pollarded.	MK
8. Any other business	None	
9. Dates of future meetings	18.3.26, 26.3.26 (AGM), 13.5.26, 15.7.26, 14.9.26 (Monday), 21.11.26	All